



**OFFICE OF PUBLIC INSTRUCTION**

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**Denise Juneau  
Superintendent**

April 17, 2009

To: School Food Authority Administrators, Clerks, and Food Service Managers

From: Kenadine Johnson, Cooperative Bid Coordinator

Re: Ordering for the Fall 2009-10 Cooperative Food Bid

Note: Please make copies of this memo available to School Food Authority Administrators, Clerks, and Food Service Managers.

Enclosed are the directions for ordering food and non-food items on the new and improved Web-based ordering system for the Fall 2009-10 Cooperative Purchase Food Bid.

Please note the following conditions:

1. The kind and quantity for each item ordered will be submitted to the School Nutrition Programs Cooperative Purchasing on the new Web-based order form/purchase order by June 5, 2009. Please indicate how you want your order delivered. There will be four monthly deliveries per bid period. Fill out the form electronically, make a paper copy for your files, finalize your order, print off the signature page, send by mail or fax the signed original to the Office of Public Instruction, School Nutrition Programs. The authorization form must be signed by the manager/cook or the authorized representative of the school food authority (SFA), and by the authorized representative.
2. Schools should order in quantities that can be utilized in the period of September 2009 through January 2010.
3. There is no minimum/maximum quantity of food that can be ordered. Managers should note the pack size when ordering.
4. The Bid will require items to be delivered as follows:
  - a. First Delivery begins by August 21, 2009 and is completed by September, 18, 2009.

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- b. The consecutive three deliveries will be in one month (four work weeks) time periods, (i.e., September, 14, 2009 – October 14, 2009 – November 14, 2009 and December 14, 2009).
  - c. The successful bidder will deliver food items between the hours of 7:00 a.m. and 5:00 p.m. on school days.
- 5. Fall Cooperative Purchase orders totaling \$200 or less per delivery may be subject to a combined bi-monthly delivery.
- 6. The price per item will be determined by the bid.
- 7. Order Form/Purchase Order finalization pages must be signed in ink by both the SFA and the authorized representative (i.e., Superintendent, District Clerk, or Board Chairman). Purchase order numbers may be assigned by schools to facilitate future payment and tracking of order.
- 8. The successful bidder will bill the participating SFAs for the food items. Payment for products must be made within 45 days of delivery for each delivery period.
- 9. School Food Services Cooperative Purchasing will charge the participating SFAs 2 percent of the total cost for all items ordered. Warrants or checks, for the administrative fee only, are payable to Cooperative Purchase Fund. The OPI administrative fee will be billed during the third delivery period and is due within 30 days.
- 10. If you do not receive all items you ordered or you have been charged a price different from the bid price, let our office know immediately. The only exception is on items priced per pound.

If you have question, please contact me at (406) 444-4412, or e-mail me at [kennie@mt.gov](mailto:kennie@mt.gov).

Enclosure